

**TITLE, SERIES, GRADE:** Legal Assistant (OA), GS-0986-6/7

**SALARY RANGE:** GS-06 - \$29,198 - \$37,957 per annum (includes locality pay)  
GS-07 - \$32,447 - \$42,177 per annum (includes locality pay)

**TYPE OF APPOINTMENT:** Permanent, Full-time

**PROMOTION POTENTIAL:** GS-07

**VACANCY ANNOUNCEMENT NUMBER:** 04-SDGA-01

**OPENING DATE:** 2/6/2004      **CLOSING DATE:** 2/20/2004

**DUTY LOCATION(S):** United States Attorney's Office, Southern District of Georgia,  
Augusta Branch Office, Augusta, Georgia.

**NUMBER OF VACANCIES:** One (1)

**CONTACT:** Name: Guerry Notte  
Phone #: 404-581-6282  
TDD: 912-652-4800

**Send your application package to:**      United States Attorney's Office  
75 Spring Street, SW  
Atlanta, GA 30303  
Attention: Guerry Notte

Applications must be received or postmarked by the closing date. Applications submitted using government postage or internal Federal government mail systems or facsimiles will not be considered.

**WHO MAY APPLY:** Any U.S. Citizen, including well-qualified surplus and displaced Federal employees in the local commuting area of Augusta, GA.

**DUTIES:** Serves as a legal assistant responsible for supporting one to three Assistant United States Attorneys. Examines, prepares, and processes a variety of legal documents. Reviews incoming materials and determines the need for assembly and preparation of a variety of legal documents such as complaints, motions, orders, answers, pleadings, subpoenas, etc. Provides assistance to attorneys in trial preparation by compiling notebooks, assembling jury instructions, compiling witness and exhibit lists, etc. Verifies statutory references and citations in legal documents. Develops and types indices and tables of contents to legal briefs. Provides a variety of procedural and office support services such as: scheduling appointments/meetings; receiving and screening incoming correspondence; receiving and screening telephone calls and visitors; establishing and maintaining a variety of files; performs docketing duties, including opening, updating and closing cases via automated case management system(s); reviews outgoing

correspondence/documents for procedural and grammatical accuracy, as well as conformance with format and style requirements; and makes travel arrangements for attorneys, as required. Utilizes a wide range of office automation software to include word processing, spreadsheet applications, database management, graphics, desk top publishing, and internet applications, in order to produce text documents, as well as tables, graphs, charts, presentations, etc., to be utilized in preparation for court and actual courtroom presentations.

Also performs Receptionist duties, including but not limited to the following: Receives and appropriately directs telephone calls and visitors to the office; responds to inquiries and provides general information; receives, opens, date-stamps, reviews and distributes incoming mail; assists in coordinating repair and maintenance of office equipment; serves as micro-purchaser for purchases of supplies, furniture and equipment within delegated authority; prepares time and attendance for assigned personnel.

Applicants must possess a valid driver's license and be able to lift up to 25 pounds.

### **GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:**

**1. QUALIFICATION REQUIREMENTS** - For the GS-6 and GS-7 levels, applicants must have one year of specialized experience at the next lower grade level.

Specialized experience is experience which has equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position and which is typically in or directly related to the type of position being filled.

Applicants must indicate their typing speed/error rate on their resume/application. Applicants must be able to type 40 words per minute. Failure to list typing speed may preclude an applicant's employment consideration.

Applicants applying under merit staffing procedures must meet all qualification requirements, including time-in-grade, no later than 30 days after the closing date and before placement in the position. Applicants applying under delegated examining procedures must meet all requirements by the closing date.

### **2. EVALUATION METHOD -**

A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks.

#### **Knowledge, Skills and Abilities (KSAs):**

- A) Knowledge of legal documents, terminology, and procedures.
- B) Ability to communicate orally in a legal environment and with members of the public.
- C) Knowledge of punctuation, grammar and style to communicate in writing.

- D) Skill in the use of office automation hardware/software to produce documents.
- E) Knowledge of administrative procedures (making travel arrangements, maintaining supervisor's calendar, preparing time and attendance reports, ordering office supplies).

Applicants are encouraged to address their experience and/or education related to the KSAs described above. We suggest that you address each KSA separately in clear and concise paragraphs. Failure to do so may result in a lower score in the evaluation process.

### **3. HOW TO APPLY -**

This position is advertised concurrently under both Delegated Examining and Merit Staffing procedures. Qualified status applicants (current or former Federal employees) will be considered only under Merit Staffing procedures unless they submit TWO complete application packages.

Submit an Optional Application for Federal Employment (OF-612), an Application for Federal Employment (SF-171), a resume, or any other written format that describes your job-related qualifications. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants (current and former Federal employees) must also submit the following:

--A copy of a Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis

--A copy of a performance appraisal issued within the last 12 months (current Federal employees only)

**4. ICTAP AND/OR CTAP CANDIDATES** - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; meets the established cut-off score of the crediting plan (half of the total amount of awardable points); and, can satisfactorily perform all of the duties of the position within a reasonable orientation period, e.g., 30 days.

CTAP and ICTAP candidates must submit documents which show their eligibility for selection priority. Documentation can include a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection and a copy of an SF-50 showing their current position, grade level and promotion potential and duty location.

**5. VETERANS' PREFERENCE** - Veterans must submit a copy of their DD-214 as proof of entitlement to veterans' preference. Veterans claiming 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration dated within the last twelve (12) months certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation.

**6. AGENCY REQUIREMENTS AND INFORMATION -**

If the position is advertised at more than one grade, indicate the grade level(s) for which you are applying. If not specified, you will be considered only for the highest grade qualified.

Payment of relocation expenses will not be authorized.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. The selectee will be subject to drug testing by urinalysis prior to appointment.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Completion of a one-year probationary period may be required.

**7. EQUAL EMPLOYMENT OPPORTUNITY STATEMENT** - Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the hiring servicing personnel office. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support eligibility is required.